

Advance Pay and Allowances Paid through PMIS/JUMPS (H605) Online

Purpose	This transaction is used to pay a member advance pay and allowances online through PMIS/JUMPS. Because of the availability of direct deposit, it is normally unnecessary for Coast Guard members to be paid advance pay and allowances. Contact HRSIC (MAS) to obtain advance approval prior to submitting this transaction.
Reference	<ul style="list-style-type: none">Pay Manual, COMDTINST M7220.29 (series), Chapter 9.
Transaction Built in SDA II	Advance Pay and Allowances
PMIS Transaction	H605
Policies and Procedures	Information you need to know about this transaction: <ul style="list-style-type: none">Review above references prior to submitting this transaction on a member. There are several important polices governing the payment of advance pay.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter "MIPAADUP" for Fast Path ID or press "AJAF" from the Main Menu Screen in SDA II. Then enter the member's SSN or last name and press <GO> or F1. The following screen 1 of 1 will display.

Advance Payments and/or Allowances Transactions (Screen 1 of 1)		
000-00-0000 SK1 BOX, DAN		
Stat	Options	Transactions
		Advance Payments
	<u>N</u>	Advance Pay
	<u>N</u>	Advance Pay and Allowances
	<u>N</u>	Advance BAQ/VHA
	<u>N</u>	Advance Overseas Housing Allowance

Select a transaction type (N = Online, F = Offline). When the above screen appears, enter "N" on blank line beside Advance Payments. Then enter "Y" on blank line beside Advance Pay and Allowances. Your screen should now look as follows:

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Section A
GENERAL TRANSACTIONS

Change In Housing Other Than PCS Table

If.....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be.....
Initial entry of a member with one or more BAH eligible family members on active duty into the Coast Guard.	Date of enlistment or entry on active duty	Same date as CG-4170A See Note 1 Start/Resume COLA transaction (P607) also required. See page 2-A-148.
Initial entry of a member without BAH eligible family members on active duty into the Coast Guard.	Not applicable. CG-4170A not required	See Note 2
Initial entry of a member with one or more BAH eligible family members into the inactive Coast Guard Reserve.	Date of enlistment or entry into inactive reserve duty	See Note 3
Initial entry of a member with out BAH eligible family members into the inactive Coast Guard Reserve.	CG-4170A not required	Change in Housing transaction not required
Acquisition of an <u>initial</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date family member is acquired	Same date as CG-4170A effective time of 0001. Start/Resume COLA transaction (P607) also required. See page 2-A-148.
When a member marries another Coast Guard member, two CG-4170A's are required. One for each member.	Both shall have an effective date of the date of marriage.	One transaction for each member with effective dates the day after CG-4170A. Effective times on each will be 0001
Acquisition of an <u>additional</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	If member is receiving OUTCONUS COLA, Use date family member is acquired. For all other reasons, use date CG-4170A is prepared.	Change in Housing transaction not required. If member is receiving OUTCONUS COLA, a Start/Resume COLA transaction (P607) is required. See page 2-A-148.
Acquisition of a BAH eligible family member and BAH eligibility determination has been approved by HRSIC (LGL).	Date approved by HRSIC (LGL) See Note 4	If this is the member's <u>first</u> BAH eligible family member, same date as CG-4170A with an effective time of 0001. Start/Resume COLA transaction (P607) also required. See page 2-A-148.
Member fails to complete annual CG-4170A validation	Date CG-4170A end of month in which certification is due.	Same date as CG-4170A

Note 1: There will be times when a newly accessed member with BAH eligible family members **will not** report PCS to his/her permanent unit on the day of enlistment/entry on active duty. In these cases, two Change in Housing transactions will be required. The first transaction effective date will be the same date of the CG-4170A (day of enlistment). Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

Note 2: The following rules apply:

- If the member reports to unit on same day as day of enlistment/entry on active duty, then the Change in Housing transaction should be effective the same date and the effective time should be 5 minutes after the Initial PCS Reporting transaction.
- If the member does not report PCS to his/her permanent unit on the day of enlistment/entry on active duty, then the Change in Housing transaction will be done the same day the member initially reports to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction. If member is E-4 over 4 years service, two Change in Housing transactions will be required. The first transaction effective date will be the same day of enlistment. Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

Note 3: A Change in Housing transaction is not required for inactive reserve members on the date of enlistment. If the member subsequently enters active duty for less than 140 days, the Depart/Report ADT (R990) transaction will establish the member's Housing or BAH status. If the member enters active duty for greater than 140 days, a Change in Housing transaction will be required. The effective date will be same day the member entered active duty and the effective time will be 5 minutes later than the PCS reporting transaction.

Note 4: The CG-4170A that is transmitted through PMIS/JUMPS must have the effective date the family member is approved by HRSIC (LGL). If a Change in Housing transaction is required, do not submit until approval from HRSIC (LGL) is received. The effective date must be the same as the CG-4170A.

Note 5: If a member fails to complete the annual CG-4170A verification, the PERSRU needs to have the BAH with dependents entitlement changed to a without entitlement (BAH without or partial BAH).

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Start/Resume Pay and Allowances (Flight Deck Hazardous Duty Incentive Pay) (P607)

Purpose	This transaction is used to pay Flight Deck Hazardous Duty Incentive Pay for a member.
Reference	<ul style="list-style-type: none">• Pay Manual, COMDTINST M7220.29 (series), Chapter 5.• Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 7.
Transaction Built in SDA II	Flight Deck Hazardous Duty Incentive Pay
PMIS Transaction	P607
Policies and Procedures	<p>Information you need to know about this transaction:</p> <ul style="list-style-type: none">• Review above references prior to submitting this transaction on a member.• If the member will be receiving multiple allowances, the user may select them by putting a “Y” beside the allowances in this transaction.• Submit this transaction for each month a member is entitled to FDHDIP. Do not submit more than one FDHDIP transaction for each month.• The effective date must be during the month the member earns FDHDIP.
Fast Path ID and Data Entry	If not creating this transaction in an event, enter “PADJSTRT” for Fast Path ID or press “AJBA” from the Main Menu Screen in SDA II. Then enter the member’s SSN or last name and press <GO> or F1. The following screen 1 of 2 will display.

When the below screen appears, Press <Go> or F1 again..

Start Resume Pay and Allowances (Screen 1 of 2)		
000-00-0000		BM3 KLINE, KODY
Stat	Options	Transactions
	<u>N</u>	Aviation Pay?
	<u>N</u>	Diving Duty Pay?
	<u>N</u>	Hardship Duty Pay-Location?
	<u>N</u>	Hostile Fire Pay (this month only)?
	<u>N</u>	Hostile Fire Pay (until further orders)?
	<u>N</u>	Tax Exclusion (this month only) Pay?
	<u>N</u>	Tax Exclusion (until further orders) Pay?
	<u>N</u>	Subsistence Pay?
	<u>N</u>	COLA (Cost of Living Allowances)?

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Start/Resume Pay and Allowances (Flight Deck Hazardous Duty Incentive Pay) (P607), Continued

The following screen 2 of 2 will appear. Enter “Y” on the line beside “Flight Deck Hazardous Duty Pay” and press <GO> or F1.

Start Resume Pay and Allowances (Screen 2 of 2)		
000-00-0000		BM3 KLINE, KODY
Stat	Options	Transactions
	<u>N</u>	Career Sea Pay and Career Sea Pay Premium (if applicable)?
	<u>N</u>	Special Duty Assignment Pay?
	<u>N</u>	Responsibility Pay?
	<u>N</u>	Start VHA?
	<u>N</u>	Start/Change/Verify VHA Offset?
	<u>N</u>	Change Rental Charge for Inadequate Govt Qtrs?
	<u>Y</u>	Flight Deck Hazardous Duty Pay?
	<u>N</u>	High Pressure Chamber Hazardous Duty Incentive Pay?

The next screen 1 of 1 “Flight Deck Hazardous Duty Incentive Pay” will display. Complete the fields.

Flight Deck Hazardous Duty Incentive Pay (Screen 1 of 1)		
000-00-0000	BM3 KLINE, KODY	
Effective Date: <u>12/15/1997</u>	Effective Time: <u>0800</u>	Entry Type:
Flight Deck Hazard Pay Start: <u>12/01/1997</u>	(Element code 14)	
Flight Deck Hazard Pay Stop: <u>12/31/1997</u>	(Element code 15)	

Field	Action
Effective Date	This transaction must have an effective date during the month the member earns FDHIP. FDHIP is paid for a full month if the member meets the requirements of Chapter 5-C, Coast Guard Pay Manual and is assigned to the vessel for the entire month, If the member meets the requirements of 5-C, Coast Guard Pay Manual, but is not assigned to the vessel for the full month, FDHIP entitlement is prorated for the month. Note: A separate transaction is required for each month or part of a month the member is entitled to FDHIP.
Effective Time	Enter the effective time.
Entry Type	This is not updatable.
Flight Deck Hazard Pay Start	For member entitled to a full months FDHIP pay enter the first day of the month. For partial month entitlement to FDHIP, enter the date member became entitled in that month.
Flight Deck Hazard Pay Stop	For member entitled to a full month FDHIP pay enter the last day of the month. For partial month entitlement to FDHIP, enter the last day member was entitled in that month.

When you have completed screen 1 of 1 above press <GO> or <F1>. You will return to the SDA II main menu. Your transaction is complete.

Transaction Preparation

Section A
GENERAL TRANSACTIONS

Change In Dependency Status Table

If....	Then CG-4170A effective date will be....	And Change In Housing transaction Effective Date/Time Will be....
Initial entry of a member with one or more BAH eligible family members on active duty into the Coast Guard.	Date of enlistment or entry on active duty	Same date as CG-4170A See Note 1 Start/Resume COLA transaction (P607) also required. See page 2-A-148.
Initial entry of a member without BAH eligible family members on active duty into the Coast Guard.	Not applicable. CG-4170A not required	See Note 2
Initial entry of a member with one or more BAH eligible family members into the inactive Coast Guard Reserve.	Date of enlistment or entry into inactive reserve duty	See Note 3
Initial entry of a member with out BAH eligible family members into the inactive Coast Guard Reserve.	CG-4170A not required	Change in Housing transaction not required
Acquisition of an <u>initial</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	Date family member is acquired	Same date as CG-4170A effective time of 0001. Start/Resume COLA transaction (P607) is required. See page 2-A-148.
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Acquisition of an <u>additional</u> BAH eligible family member and BAH eligibility determination can be approved by the PERSRU.	If member is receiving OUTCONUS COLA, Use date family member is acquired. For all Other reasons, use date CG-4170A is prepared.	Change in Housing transaction not required. If Member is receiving OUTCONUS COLA, a Start/Resume COLA transaction (P607) is required. See page 2-A-148.
Acquisition of a BAH eligible family member and BAH eligibility determination has been approved by HRSIC (LGL).	Date approved by HRSIC (LGL) See Note 4	If this is the member's <u>first</u> BAH eligible family member, same date as CG-4170A with an effective time of 0001. Start/Resume COLA transaction (P607) also required. See page 2-A-148.

Note 1: There will be times when a newly accessed member with BAH eligible family members **will not** report PCS to his/her permanent unit on the day of enlistment/entry on active duty. In these cases, two Change in Housing transactions will be required. The first transaction effective date will be the same date of the CG-4170A (day of enlistment). Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

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- If the member does not report PCS to his/her permanent unit on the day of enlistment/entry on active duty, then the Change in Housing transaction will be done the same day the member initially reports to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction. If member is E-4 over 4 years service, two Change in Housing transactions will be required. The first transaction effective date will be the same day of enlistment. Effective time will be 0005. The second Change in Housing transaction will be done the same date the member reports PCS to his/her first unit. The effective time will be 5 minutes later than the initial PCS reporting transaction.

Note 3: A Change in Housing transaction is not required for inactive reserve members on the date of enlistment. If the member subsequently enters active duty for less than 140 days, the Depart/Report ADT (R990) transaction will establish the member's Housing or BAH status. If the member enters active duty for greater than 140 days, a Change in Housing transaction will be required. The effective date will be same day the member entered active duty and the effective time will be 5 minutes later than the PCS reporting transaction.

Note 4: The CG-4170A that is transmitted through PMIS/JUMPS must have the effective date the family member is approved by HRSIC (LGL). If a Change in Housing transaction is required, do not submit until approval from HRSIC (LGL) is received. The effective date must be the same as the CG-4170A.

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